

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
FEBRUARY 22, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 22, 2001, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss progress on International Organization for Standardization (ISO) 17025 integration, the asbestos subcommittee, the microbiology subcommittee, revision to Section D.1 of Appendix D of the NELAC Standard, the Performance-based Measurement System (PBMS) subcommittee, and the continuing instrument calibration verification (CICV).*

**INTRODUCTION**

Mr. Siders called the meeting to order and reviewed the agenda for the meeting.

**TOPICS OF DISCUSSION**

**Section D.1 Revisions**

Mr. Jeff Nielsen led the discussion of the revised version of Appendix D, Section D.1. He has made changes based on the discussion during the last teleconference. In addition, the language on the evaluation criteria for the method blank was reconsidered and changed to accommodate situations where contamination is observed in the blank but no other samples. Also, the language concerning the number of compounds to spike was changed, deleting the "or 60%." One committee member questioned whether the language concerning the method blank evaluation criteria in Section D.1.1 should have the word "affect" or "effect" and if item 2 is redundant with items 1 and 3. Mr. Siders asked that the committee consider the redundancy issue. The text on matrix spike frequency was changed to reflect that the laboratory should either follow the method or the client's specifications. Under Sample Specific Controls, the frequency of the matrix spike was discussed and whether "may" in the first sentence should be changed to "shall" or "must." In the first paragraph of the appendix, "laboratory quality assurance plan" should be changed to "laboratory quality manual." Mr. Nielsen will make further changes to the appendix and then send it to Mr. Siders and the rest of the committee. Mr. Siders will send it to the Environmental Laboratory Advisory Board (ELAB) for review.

**Microbiology Subcommittee**

Ms. Marty Casstevens is working on revision of Appendix D.3 to incorporate changes discussed at the Sixth NELAC Interim Meeting (NELAC 6i). The revision should be sent to the committee for review next week and discussed during the March 8 teleconference.

## **CICV**

The changes on this issue need to be completed so that they can be synchronized with changes that the PBMS subcommittee plans to make to the same text. Mr. Siders will send an electronic mail message to Mr. Ray Frederici asking for the revised language.

## **ISO 17025**

Mr. Siders asked any committee members who could further assist with this effort to please volunteer.

## **PBMS Subcommittee**

Mr. Siders reported that the subcommittee has had several conference calls and plans a face-to-face meeting next week. Changes are being discussed to the introduction of Chapter 5, the discussion of the quality manual, text concerning external audits, and text about methods in Section 5.10.2. Mr. Siders estimates that changes will be sent to the committee for review in late February or early March.

## **Asbestos Subcommittee**

Dr. George Kulasingam reported that the meeting scheduled for last week was postponed, but the subcommittee plans to meet soon. Various measurement techniques will be discussed. The subcommittee hopes to be able to prepare a discussion document for the meeting, but is unlikely to be able to prepare a proposal for vote.

## **OTHER**

Mr. Siders will send electronic mail to Ms. Jeanne Hankins concerning the need to extend the deadline for submitting the revised chapter and also suggesting that the Quality System Committee session not overlap with the Field Activities or the On-site Assessment Committee sessions at the Seventh NELAC Annual Meeting (NELAC 7). Dr. Kulasingam mentioned that the accrediting authorities have sometimes identified problems; Mr. Siders suggested that they bring any specific concerns to the committee. The schedule for meeting registration was then discussed.

## **NEXT MEETING**

The next meeting is tentatively scheduled for March 8, 2001.

**ACTION ITEMS**  
**QUALITY SYSTEMS COMMITTEE MEETING**  
**FEBRUARY 22, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Consider whether item 2 is redundant with items 1 and 3 in the evaluation criteria listed for method blanks in D.1.1 (Committee)	
2.	Incorporate revised language from the teleconference into Appendix D.1 and send to the committee for their review (Nielsen). Send to ELAB for their review (Siders)	
3.	Send the revised text to the committee next week for discussion during the March 8 <sup>th</sup> teleconference (Casstevens)	
4.	Coordinate efforts on the CICV language with Mr. Frederici and the PBMS subcommittee (Siders)	
5.	Volunteer to assist with the ISO 17025 effort, if possible (Committee)	
6.	Contact Ms. Hankins about the need to extend the deadline for the revised chapter and suggesting that the Quality Systems session not overlap with the Field Activities or On-Site Assessment sessions at the next meeting (Mr. Siders)	

**PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
FEBRUARY 22, 2001**

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